

7 November 1978

MEMORANDUM FOR THE RECORD

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Delayed Promotions

REFERENCE: Memo fm ADDA dtd 31 Oct. 78, subj.: Uniform
Promotion System (DD/A 78-1378/31)

1. On 7 November 1978, I discussed referenced memorandum with Mr. Malanick, Acting DDA. I told him that ODP would prefer to follow a modified procedure in dealing with the issue of delayed promotions for MZ personnel. I said that ODP would like to follow the following procedures:

a. ODP management would determine in each case (as we presently do) whether it would be advantageous to the employee to delay his/her promotion.

b. After approval by the Office of Personnel, all promotions, including those which will be delayed, will be announced on the same date.

c. A written ODP Office Instruction will be published in advance explaining the above procedures and pointing out the reason why an effective promotion date might be delayed in some cases.

d. In the remote event that an employee objected to the delay, ODP would go to the Director of Personnel requesting that this employee's promotion date be moved forward.

2. Mr. Malanick felt that the proposed procedure was acceptable and satisfied the intent of referenced memorandum.

STATINTL

cc: MZ Board Members
Acting DDA